

10 July 1981

MEMORANDUM FOR: CIA Audiovisual Records Management  
Program Manager

VIA: Chief, Photography Branch, P&PD, OL

FROM: [redacted]  
Records Management Officer, OL

SUBJECT: Management and Disposition of OL Still  
Photography Collections

REFERENCE: Memo dtd 5 June 81 to OL/RMO fm CIA Audio-  
visual Records Management Program Manager,  
subject: The Organization, Arrangement,  
Management and Disposition of the OL Still  
Photography Collections

1. A meeting was held on 23 June 1981 with [redacted]  
Chief, Photography Branch, P&PD, OL, [redacted] Deputy Chief,  
Photography Branch, P&PD, OL, [redacted] Assistant Executive  
Officer, OL, and the undersigned concerning your recommendations  
in referent.

2. The discussion centered around how P&PD felt about the  
recommendations made and their plans for implementation. It was  
felt necessary that current, active items should be held in P&PD,  
such as photos of the current President, DCI, supergrade officials,  
current buildings and grounds, etc., in order to provide timely  
service to P&PD's many requesters. It was agreed that the photo-  
graphy should be categorized and arranged properly. In order to  
keep up this current file, however, it would be necessary for P&PD  
to receive an up-to-date listing of Agency supergrade personalities,  
perhaps at the end of the calendar year, to segregate the active  
from the inactive photos. Obviously, this segregation would  
include the destruction of photos of personalities other than  
senior officials, routine awards and retirement events, and mis-  
cellaneous activities not considered permanent material.

3. It was recommended at the meeting that the History Staff  
be sent a list of the photography currently being held at the  
Records Center in order to provide them with an opportunity to  
choose the material they might consider historical.

4. In setting up a system for the retired records at the  
Records Center, it is believed that the most viable system would

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be to have only one job that could be added to on a semi-annual or annual basis. For instance, the job could consist of box 1, which would hold all personality photos, box 2 with buildings and grounds, etc. In adding extra boxes to the job, they would be numbered box 1a, etc. I don't know if the Records Center would accept this type of retirement system, but it certainly is well worth looking into. Obviously, the shelf listing would be ever-changing.

5. I have reviewed the draft records schedule item and believe it needs more item breakdown and coordination with P&PD and Records Systems Branch, RMD/OIS, before we are ready to implement this system.

6. OL's recommendations, therefore, are:

a. The Office of Personnel be requested to provide P&PD, on a semi-annual or annual basis, a listing of all supergrade personnel in order for the personality photos to be segregated for retirement.

b. History Staff be given a copy of the retired records presently at the Records Center in order to review and pull out those photographs they consider historical.

c. The Records Center be queried regarding setting up a system such as that mentioned in paragraph 4 above.

d. A meeting be scheduled with Records Systems Branch, P&PD, the undersigned, and yourself, to prepare a more defined records schedule item.

7. If you should have any questions regarding any of the recommendations stated above, please give me a call.

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Chief, Photography Branch, P&PD, OL

✓cc: RSB/RMD/OIS

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*July 15, 1981*  
Date